

**CSUSB Purchasing Office**  
**Unauthorized Purchase**  
**Explanation/Certification**

Requisition ID: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

1) Review the following statement and enter your initials in the acknowledgement box:

The University requires that a purchase order be obtained prior to placing an order for any items or services. Purchase orders are issued by the Purchasing Office after receipt of an online requisition and any required approvals, quotes, bids, or other required documentation from the department or vendor. See <http://purchasing.csusb.edu> for procedures, bidding requirements and other information associated to University procurement practices. This Unauthorized Purchase Explanation/Certification (UPEC) is required whenever an order is placed without prior authorization from the Purchasing Office.

Initial acknowledgement:

2) Was this an emergency situation (i.e., health or human safety were at risk)? If so, please detail the facts:

3) Explain why a requisition was not submitted and a purchase order number obtained prior to making this purchase.

4) List invoice number(s) and date(s) event(s) occurred.

5) Attach proof of delivery of item(s) or service(s) provided. This may be in the form of a packing slip, freight bill or invoice.

**NOTE: The following certification must be signed by the individual who placed the order or made the commitment with the vendor for the purchase. This is necessary in the event the State Auditor does not approve the purchase and requires that *the individual be personally liable for the purchase.***

*"I hereby certify that I am the individual responsible for the unauthorized purchase, that I inspected the merchandise or services listed above, and there is no exception as to quantity or quality of the product or service received."*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Purchasing Office Use Only Reviewed: \_\_\_\_\_ Logged: \_\_\_\_\_ Assigned: \_\_\_\_\_

2014-06-13